



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5000

GARRISON POLICY
DPTMS - 01

REPLY TO
ATTENTION OF

IMWE-HOD-PL

JUL 10 2009

MEMORANDUM FOR All Fort Hood Garrison Personnel

SUBJECT: Critical Command Information Requirements Reporting

1. REFERENCES.

- a. Army Regulation (AR) 190-40, Serious Incident Reporting.
- b. Army Regulation (AR) 385-40, Accident Reporting and Records, 1 Nov 94.
- c. Installation Management Command (IMCOM) Regulation 190-1, 30 Apr 07.
- d. First Army Commander's Critical Information Requirements (CCIR) guidance for Garrison Commanders.
- e. Memorandum, Installation Management Command-West (IMWE) – Serious Incident Report (SIR) Reporting, 25 May 07.
- f. Memorandum, III Corps Standing Operating Procedures (SOP) for Serious Incident Reports (SIRs/IRs).

2. PURPOSE. To provide guidance to all U.S. Army Garrison Personnel on the Garrison Commander's Critical Command Information Requirements Reporting.

3. APPLICABILITY. This policy applies to all civilian and military personnel assigned to and/or under the operational control of the Fort Hood U.S. Army Garrison.

4. POLICY.

- a. Serious Incident Reports SIR Category 1 & 2. Incidents listed in AR 190-40, paragraph 2-2 and 2-3 will be reported as Category 1 and 2 serious incidents, respectively, in accordance with the reporting procedures listed in paragraph 5a.
- b. Serious Incident Reports Category 3a. The following incidents are an expansion of AR 385-40 Accident Reports and Records, Critical Command Information requirements and III Corps SOP for SIRs/IRs.

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(1) The death or serious injury to any U.S. Army Garrison Soldier, DA Civilian, or contract employee.

(2) Request or execution of Military Support to Civil Authorities (MSCA) – Report all “High Visibility” MSCA. High Visibility is defined as media visibility.

(3) Disasters or crises resulting in significant disruption to installation operations exceeding 24 hours (e. g. loss of electrical power, communication systems, water, sewage, heating, cooling or training support); A wildfire of 100 acres or more occurring in timber or a wildfire of 300 acres or more occurring in grass/sage brush.

(4) Any fire where repair/replacement costs meet or exceed \$100K or fire to any government privatized or leased housing.

(5) Mobilization and demobilization will report all required CCIR’s to the First Army and IMCOM.

(6) Any U.S. Army Garrison Soldier or DA Civilian deployed in support of the war effort (CONUS or OCONUS). This includes WIAS, Corps of Engineers, or other taskings. The reporting requirement must be received within 48 hours of orders being processed for deployment and will contain the following minimum information:

- (a) Full name.
- (b) Rank.
- (c) MOS/AOC.
- (d) Deployed country.
- (e) Deployed location/city.
- (f) Report Date.
- (g) Length of tour.
- (h) Duty title assigned.
- (i) AKO E-mail address.

(7) Serious incident involving senior leaders assigned to Garrison organization; off-duty deaths or serious injuries of Garrison Soldiers, DA civilians or contractors.

(8) Potentially adverse public affairs issues, which may discredit the Army, U.S. Army Garrison, or any of its members.

(9) Any incident that requires a DoD, Military Police, or Contract Police Officer to discharge their weapon in the line of duty.

(10) Any change to Force Protection Condition.

(11) Initiation of contingency operations/deployment/mobilization.

(12) Any aircraft accident or incident on military property or which has U.S. Army Garrison Air Traffic Control involvement or culpability.

(13) Reportable "disasters or crises" also include terrorist or other criminal attacks on the installation or its facilities by any means: small arms fire, improvised explosive devices (IED), aerial attack, or Weapons of Mass Destruction (WMD) (chemical, biological, radiological, nuclear, or high-explosive bombs or devices).

(14) "Any security breach" means a breach of a significant nature to include sensitive physical structures and facilities (e.g. – safes, vaults, arms rooms, Sensitive Compartmented Information Facility, etc.), malicious intrusion of electronic information storage and transmission devices (e.g. – computers, servers, CDs, floppy discs, etc.), and illegal penetration of installation perimeter defenses (e.g. – guards, fences, barriers, etc.). Of particular interest for immediate reporting are any weapons discharged by a guard (Soldier, MP, DA police, or contract guard) in response to any security breach as listed above.

(15) Infiltration of high impact viruses into information systems.

(16) Unscheduled loss of major information systems directly supporting the installation for more than six hours.

(17) Anti-Deficiency Act violation, or impending violation.

c. Serious Incident Category 3b. The following incidents are important items of interest to the IMCOM leadership:

(1) Garrison Commander out of communication or temporarily away from the organization, to include TDY, leave, etc.

(2) Significant changes to normal activities on the installation that might prompt interest from senior occupant, to include changes that negatively affect mission Commander's readiness, unusual support to sister services or other governmental agencies.

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(3) Visits by a Brigadier General or above and elected officials for official business involving garrison operations.

(4) Changes to projects that have command interest (e.g. – delays in completion dates and increased funding requirements).

(5) Any active or reserve component unit deploying, mobilizing, or demobilizing that may miss its movement's last arrival date (LAD) due to a perceived or actual base operations shortfall.

(6) Any changes negatively affecting a mission commander's readiness or "IMA mission accomplishment" which includes any significant incident involving Medical Holdover Soldier support issues (e.g. – billeting, command and control, etc.) that negatively impacts Soldiers and/or may result in negative publicity.

(7) Other incidents, as determined by garrison commander, of immediate concern to IMCOM.

d. Serious Incident Category 4. The following incidents are an expansion of III Corps SOP for SIRs/IRs.

(1) Actual or alleged incidents of rape: Any rape occurring on an Army installation, and/or involving a U.S. Army Garrison Soldier. Subjects must have been arrested and/or charged with committing the offense by the military police, CID or a civilian police department.

(2) Suicide ideation: The expressed verbal or written intent from a U.S. Army Garrison Soldier to harm one-self or commit suicide and Soldier has been hospitalized.

(3) Suicide attempt: An actual physical attempt (cutting wrist, taken pills, etc.) of taking one's life voluntarily by a U.S. Army Garrison Soldier.

(4) Driving under the influence (DUI), or driving while intoxicated (DWI). Enlisted service members in the rank of E-7 or higher, Warrant Officers in the rank of CW3 or higher, and officers in the rank of O-4 or higher who are charged with DUI or DWI.

(5) Missing children: Children determined by the Provost Marshal to be missing from an on-post residence or missing from the Army's care at a non-medical facility (such as child development center, youth activities center, gymnasium, or quarters-based childcare home, etc.) or an Army-sponsored sanctioned activity.

(6) Intelligence oversight violations of AR 381-10: Wrongfully gathering and obtaining information covered in AR 381-10 by personnel or organizations other than the Military Police, CID, G2, and Military Intelligence organizations.

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(7) Death of dependent or Department of the Army civilian (to include homicide, suicide, and deaths resulting from traffic accidents, fires, or other incidents) regardless of cause.

(8) Injuries or illness which results in the loss of a duty day for Officers in the rank of O6 or higher and Enlisted service members in the rank of E-9.

(9) Any incident identified as heat stroke or involves loss of a duty day.

(10) Training incidents. These incidents include accidents involving groups of Soldiers, any incident involving a weapon during training that causes injury, and incident considered to be unusual in nature, or any unusual or serious training incident involving the hospitalization of a Soldier. This does not include broken bones or mild injuries that occur on a daily basis. All training accidents that take place at the National Training Center (NTC) will be telephonically called into the IOC in addition to following NTC procedures.

(11) Actual or alleged instances of child, spouse, or sexual abuse involving a U.S. Army Garrison Soldier, dependent or occurring on the installation. Subjects must have been arrested and/or charged of committing the offense by the military police, CID or a civilian police department.

(12) Any damage to government property estimated at over \$10,000.

(13) Fire resulting in injuries or damage in excess of \$10, 000.

(14) On post, non-training related gunfire involving a Soldier. Inform Soldier's unit/installation of incident if known.

(15) Actual or alleged incidents with a firearm involving a U.S. Army Garrison Soldier off post. This paragraph does not apply to injuries or death caused by a firearm.

(16) Actual or alleged incidents of significant security violations occurring at an Access Control Point (ACP).

(a) Any weapons violations.

(b) Unauthorized entry/bypass of access Control Points.

(16) Actual or alleged incidents of significant security violations occurring at an Access Control Point (ACP).

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(b) Unauthorized entry/bypass of access Control Points.

(17) Any other incident determined by a commander/Directorate to be of immediate concern to the Garrison Commander. Decision will be based on the nature, gravity, potential for adverse publicity, consequences as the result of the incident and not reportable under the Military Police or CID Blotter report.

5. **PROCEDURES.** Reporting time lines:

a. All incidents meeting the SIR Category 1, 3a, or 4 criteria will be telephonically reported to the Garrison Commander within one hour of discovery or notification at the installation level.

b. Commander/Directorate will telephonically report, within one hour, the first available member of U.S. Army Garrison in the following order:

(1) Deputy Work Phone; DSN 737-7204; Commercial: (254) 287-7204.

(2) Operations Branch Work Phone; DSN 259-7357; Commercial (254) 259-7357.

c. For SIR Category 1, 2, 3a, 3b and 4 send a written report within 2 hours. For report format, use the SIR format in AR 190-40, chapter 3. Calls are not required on Category 2 and 3b SIRs.

6. **PROPONENT.** DPTMS operations office is the proponent for this policy.

7. **EXPIRATION.** This policy memorandum supersedes previous policies issued by the Garrison Commander and will remain in effect until superseded or rescinded.



WILLIAM V. HILL III
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Commanding